

Interactive Video Conferencing(IVC) INSTRUCTIONS

1. Contact Jerry Record to schedule via email request and the PDF request form.
2. Pick up Video IP unit from Jerry Record's office.
3. Plug in power.
4. Plug in network cable. The cable is always inserted into the right-side jack marked "Video IP".
5. Turn on TV.
6. Turn on Video IP Unit (switch on back).
7. Check to make sure the green light is working on back of the Video IP unit by cable plug in. If the light is not on, the unit is not connected to the network.
8. Place microphone in the center of the table. This microphone should **not be moved** during your meeting.
9. To make a video call: Select Video Call or press the green button on the remote.
10. Enter IP address. Use right arrow button to create dots on the Polycom unit or the star button on the Tandberg unit. Push green button to initiate call.
11. To mute microphone, push the button in the center of the microphone. If the red microphone light is on, the microphone is muted only on the Polycom unit. Push the "Push" button on the microphones on the Tandberg unit. Lit green = open mic, un-lit = muted mic.
12. To end a call, push the green button on the Polycom unit or the Red button on the Tandberg unit remote.
13. Turn off TV and IP unit.
14. Roll up cables.
15. Return unit to Jerry Record's office.

The video IP units have these Specifications

USOE Studio: This is a Tandberg unit and is permanently fixed in the USOE Studio. This unit is mainly for UEN EdNet events. It has all the capabilities of the studio's functions. This unit can also be used with the South Board room's cameras and mics which are controlled by the AMX pad located by the board room's computer. The unit's IP address is 205.124.233.42

USOE Mobile: This is a Tandberg unit and is located for pick up in Jerry Record's office room 36. This unit can be used in all conference rooms except the audit conference room (basement). This unit is for point to point Video IP events (up to 3 sites) and can also be used for EdNet events as needed. This unit has a 50 inch Plasma display, an ELMO document camera, a Dell computer for presentations and internet use, and DVD player/recorder for recording events and playing DVD videos(one or the other). This unit can also be used for presentations. The unit's IP address is 205.124.233.43

USOE FX: This unit can be used in all conference rooms except the audit conference room (basement). This unit is for point to point Video IP events (up to 3 sites) and can also be used for EdNet events as needed. This unit has a 27 inch TV display.. This unit is for Video IP events only. The unit's IP address is 205.124.233.44